

# VACANCY ANNOUNCEMENT



## Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

**TO: All Americans**  
**SUBJECT: Legal Assistant**

**DATE:** August 24, 2006  
**NUMBER:** V-2006-031

**OPEN TO:** All Interested American Candidates

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**POSITION:** PC-8211 – Legal Assistant, LES-07, FP-08\*

**OPENING DATE:** August 24, 2006

**CLOSING DATE:** September 7, 2006

**WORK HOURS:** Full-time: 40 hours/week for AEFMs/NORs  
Full-time: 35 hours/week for Ordinarily Residents

**SALARY:** Not Ordinarily Resident: \$28,183.00 gross p.a. (starting salary)  
Ordinarily Resident: €27,889.00 gross p.a. (starting salary)

\* Actual grade and salary will be based on the qualification of the applicant

The U.S. Department of Justice, Office of International Affairs (OIA) in Paris seeks a Legal Assistant.

### **BASIC FUNCTION OF POSITION:**

The incumbent of this position assists the Justice Attaché in all aspects of running the office. Major duties and responsibilities include:

- Maintaining the office files, including the electronic case filing system, and administrative duties.
- Assisting the Attaché in handling emergency request for provisional arrest.

- Organizing logistics relating to prisoner surrenders to the U.S.
- Conducting legal research and providing advice to the Attaché.
- Managing the budget, procurement, maintenance and reimbursement processes for the office.

### **QUALIFICATIONS REQUIRED:**

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

#### **Education:**

A bachelor's degree is required

#### **Prior Work Experience:**

Three to five years of progressively increasing responsibilities are required.

#### **Language proficiency:**

English (W-R-S), Level-4 – Fluency is required.

French (W-R-S), Level-4 – Fluency is required.

#### **Knowledge:**

Knowledge of the Embassy administration and functioning is required. Basic paralegal knowledge is required.

#### **Skills and abilities:**

Ability to translate English/French, French/English is required. Secretarial skills are required. Administrative skills related to Procurement, maintenance, and reimbursement process are required. Accounting skills to maintain budget are required. Strong computer skills and data entry skills. Ability to prioritize work and to work calmly under pressure.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA (See Definitions):**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.
5. Eligibility for a Department of Justice Top Secret security clearance.

### **TO APPLY:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment (SF-171 or OF 612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Embassy of the USA  
Human Resources Office  
Attn: Genevieve Bayle  
2 Avenue Gabriel  
75382 Paris Cedex 08

### **POINT OF CONTACT:**

TEL: 01-43-12-25-74  
FAX: 01-43-12-24-36  
EMAIL: [Auffretlj@state.gov](mailto:Auffretlj@state.gov) or [bayle gb@state.gov](mailto:bayle gb@state.gov)

### **DEFINITIONS**

1. **AEFM:** A type of EFM that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 7, 2006 (COB, at 5:00 p.m.)**

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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